**MEMORANDUM**

DATE:

TO: UHF Fiscal Department, P.O. Box 11270, Honolulu, HI 96828

FROM: Name, Title, Ext, Email address

RE: Purchase of Tickets / Tables for UHF Events

From DR: UHF account name – UHF # (###-####-#) Object Code \_\_\_\_**4503**\_\_\_\_

Please purchase a count of \_\_\_\_ Table / Tickets in the amount of $ . .

CR: To UHF account name – UHF # (###-####-#) Object Code \_\_\_\_**3101\_\_\_** for Fundraising Events or Object Code \_\_\_\_**3203\_\_\_** for Academic Events

Attach flyer or invitation for event. In attendance, complete with name, title and affiliation to UH were the following:

Name Title Affiliation

Business justification for expense:

**I certify that the purpose of this transfer falls well within the scope of the donor stated purpose of the funding account number. I further certify that we are authorized signers on the funding account.**

Authorized by: Authorized by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name / Title Name / Title (required if over $3,000)